

## Project Intern needed

<b>Assignment:</b>	Provide support to MCHN project activities
<b>Project Title:</b>	USAID Maternal Neonatal Child Health & Nutrition Activity
<b>Date issued:</b>	25 <sup>th</sup> November 2020
<b>Date Due:</b>	
<b>Details for Submission:</b>	To: info@uhfug.com

### I.0 Organizational Background

---

Uganda Healthcare Federation (UHF) is a non-profit umbrella organization affiliated to the East Africa Healthcare Federation. The organization is a professional association representing the private health sector in Uganda. The Federation's purpose includes advocating and supporting its members in policy and other decision making forums, representing its members at both the national and country levels, providing networking and training opportunities to improve quality of health services delivered, strengthen business skills and enhance market opportunities in healthcare, and provide an annual conference for the education of its members and exchange of information on issues essential to the quality and business of healthcare in Uganda.

### 2.0 Project Summary

---

Together with FHI360, Save the Children, EnCompass LLC and Makerere University School of Public Health, UHF is participating in the implementation of USAID's Maternal Child Health and Nutrition (MCHN) Activity. The intervention is a five-year program designed and funded by USAID/Uganda to improve maternal, newborn, child health and nutrition outcomes in Uganda through strengthening leadership and governance, the rollout of national strategies and programs, and coordination and cooperation across stakeholders. The MCHN Activity seeks to enhance learning and sharing of lessons and best practices, facilitate improvements to governance and cooperation processes and structures, build leadership capacity, and enhance private sector engagement. The Activity will advance new models for MCHN services and systems for urban settings, particularly Kampala. The MCHN Activity will collaborate closely with the Government of Uganda (GoU), Ugandan private sector entities, other USAID-supported activities, and other development partners to both support and leverage their efforts to improve MCHN outcomes in Uganda.

UHF is representative of the private health sector on the MCHN program and we are currently seeking services of a qualified graduate to serve as a Project Intern with well-defined responsibilities as follows:

### **3.0 Purpose of the position**

The overall purpose of the Project Intern is to provide administrative support to the USAID MCHN Activity through participating in designated project activities from time to time for the six months of this agreement.

### **4.0 Roles and responsibilities**

- I. Attend project meetings and note key issues of interest to guide improvement in status of MCH and Nutrition service delivery at private health facilities.
- II. Participate in mobilization of stakeholders (including private health providers, KCCA, civil society organizations, government representatives) to participate in designated MCHN activities targeting the private sector.
- III. Support UHF MCHN team with document write-up including concept papers and project proposals, activity reports with guidance from the assigned supervisor.
- IV. Support arrangements for meetings, presentations, seminars and trainings being organized under the MCHN Activity.
- V. The project intern shall support the collaboration with other USAID programs as assigned to support outcomes key to the MCHN Activity.
- VI. Participate in data collection and information gathering assignments aimed at enriching planning of MCHN project activities.
- VII. Keep records of all information related to the MCHN Activity for documentation, clarification and presentation to management.
- VIII. Other duties as assigned.

### **5.0 Work Station**

- a) The Project Intern will mainly operate within Kampala in the 5 KCCA Divisions basing from the UHF headquarters in Kamwokya.
- b) Based on the work plan, the Project Intern will engage in MCHN field activities as and when they arise.

### **6.0 Expected Deliverables**

- i) Monthly activity report at end of each month detailing the activities in which the intern participated as well as achievements in the month, challenges and proposals for improvement.
- ii) Activity reports of individual MCHN project activities that targeted the private sector.

### **7.0 Supervision**

The Project Intern will be directly supervised by the Programs Manager at UHF.

## **8.0 Required Competencies Project Intern**

---

- Relevant qualifications in any one of these academic disciplines; Public health, Social Sciences, Development Studies.
- At least 2 years of experience in conducting similar activities in an organization of similar nature.
- Experience in activity programming with excellent track record of completion of tasks in a timely manner.
- A proven track record of professionalism and ethical conduct.
- Excellent communication skills, especially ability to write very good English.
- Knowledge of maternal, neonatal, child health and nutrition would be an advantage.
- Ability to work with minimum supervision.

## **9.0 Details for Submission**

---

Interested individuals who meet the above criteria should send their soft copy application and Curriculum Vitae to [info@uhfug.com](mailto:info@uhfug.com) before the 4<sup>th</sup> November 2020 deadline. Only the successful applicant will be contacted for further discussions.